DESK OPERATING PROCEDURE 029R
CFO/CIVIL REPORTS DIVISION

PROCESSING TREASURY PHOTOCOPY
CHARGES

Sometimes it is necessary to retrieve a photocopy of a Treasury check to provide proof of payment and/or to validate who signed and cashed the check. Treasury provides photocopies free of charge to Federal agencies for checks that are less than eighteen months old. If the check is more than eighteen months old Treasury charges $5.50 per copy.

In most instances, the UFC is not aware that they have been accessed the $5.50 fee until it is reflected on the Treasury FMS6653, ALC 20180009. In rare instances an SF1081 is received to support the charges but it does not reflect which photocopies resulted in the charge. As a result, the UFC accepts the amount charged on the FMS6653 and processes the charges in the UFC database.

1. Retrieve FMS6653 using SOP #041.

2. Review appropriations for charges from ALC 20180009. The charges should be reflected on appropriation 96X4902, but in some instances if will be found on appropriation 96F3880. Note: UFC sent a memo to Treasury in March 1999 requesting they use appropriation 96X4902.

3. Provide a copy of the FMS6653 to the UFC POC (Room 132, Cubicle 29) for including on the UFC individual Revolving Fund Cash Reconciliation.

4. Provide a copy of the FMS6653 to the UFC POC (Room 115, Cubicle 5) for processing. Note: Since the charges have already reduced UFC funds at Treasury they will not be reported on the Statement of Transactions (SF1220) or Statement of Accountability (SF1219).

5. Steps in processing the photocopy charges:

    a. Go to screen 7.4.1

USACE Finance Center CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.20 Intra Corps RF Transfers (FOA) 7.4.1

Sending FOA: _____

Transfer Type: _____

Transfer Date: _____ General Ledger Period: _____

Transfer Amount: _____ Goals Bill No: _____

Pay Period End Date: _____ Transaction No: _____

Gain/Loss Ind: _____

FA Work Item Code: _____

	FROM		TO	
FOA:				
Work Item:				
Work Cat:				
Wk Cat El:				
Res Code:				

Transfer Authorized By: JEREMY C   MCENTIRE

Phone: 901-874-8671

Signature: _____

☐ Gen Ledger Effects

| Prev Page | | Prev | Next | Query | List | Save | Exit | | Next Page |

F2 to query a record. To create, ENTER to accept the default FOA - F4 to list.

Record: 1/1   ...   List of Valu...

Start | ... | I... | F... | F... | R... | C... | U... | U... | R... | A... |

b. Since charges are for the previous month, use previous period as reference date.

c. Type F4 to pull in goals.

d. Tab over to work item field.

e. Select 740JGD work item.

f. Put in Goal Bill number and dollar amount, then hit save.

g. When Disbursing Division processes disbursements the following day the database will be updated but the transaction will not update the SF1219 or SF1220.

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